

Coursework/ Lab Report Checklist

Skill C1: Using and organising techniques, apparatus and materials

Tick (√)	Check point
	I have followed written, diagrammatic or oral instructions to perform an experiment
	Where necessary, I have modified one or more step(s) in the light of the effect of a previous step (i.e. observations or measurement made during the experiment).
	I have used familiar apparatus, materials and techniques safely, correctly and methodically

Skill C2: Observing, measuring and recording

Tick (√)	Check point
	I have made relevant observations and measurements (or estimates) to a degree of accuracy appropriate to the instruments or techniques used
	I have recorded my observations and measurements in form of a table and (or) a drawing
	I have recorded both qualitative (smell, colour change, sound & touch such as temperature change) and quantitative (measured/ numerical) observations
	My readings or measurements are recorded to the appropriate degree of accuracy and includes the degree of uncertainty ($\pm \frac{1}{2}$ the least unit that can be measured by equipment used).
	My result table : is simple & clear (i.e. easy for someone else to read and understand); has clear & precise title; is drawn using a ruler; columns & rows are clearly headed with units included (there are no units inside the cells of the table); numerical results are recorded to the same & appropriate number of decimal places.
	My drawing : has clear & precise title; have clear outline; structures are proportional; labels are linked to the appropriate structure through label lines; label lines are drawn using a ruler, they don't cross each other & they are touching the structure being labelled; have a scale bar or level of magnification

Skill C3: Handling experimental observations and data

Tick (√)	Check point
	I have processed results in an appropriate manner: - by calculating means, percentages etc. and representing my processed in form of a graph .
	I have given a brief outline of data processing, given the relevant equation(s) used and shown a sample calculation
	In my graph : axes are drawn using a ruler & utilises most of the width and height of the graph paper; axis labelled & I have used a good scale for the x-axis and the y-axis, going up in 1s, 2s, 5s or 10s; includes the correct units with the scales on both axes; each point precisely and correctly plotted using a small, neat cross; have drawn a single, clear line – either by ruling a line between each pair of points, or drawing a well-positioned best-fit line and I have ignored any anomalous results when drawing the line.
	I have dealt appropriately with anomalous (inconsistent) results (i.e. by omitting them when calculating the mean/ average values and ignoring them when drawing the line
	I have expressed my conclusions as an explicit generalisation of the pattern(s) shown by processed results
	I have identified and commented on possible sources of experimental error

Skill C4: Planning, carrying out and evaluating investigations

Tick (√)	Check point
	I have analysed a practical problem systematically and clearly stated a research question or a clear & a precise aim.
	I have clearly stated a hypothesis to be tested & I have predicted what the results will be if the hypothesis is correct
	I identified and explicitly stated the variables: independent variable (the variable to be changed) & the range of this variable and how I will vary it; dependent variable (the variable to be measured) & how I will measure it and when I will measure it and I have stated at least three important controlled variables (the variables to be kept constant) and stated how they will be kept constant or monitored during the experiment to allow a 'fair test' to be carried out.
	I have written down a clear and logical plan for investigation which is easy for someone else to follow successfully and allows replication of the experiment.
	I have evaluated the chosen procedures, suggested modifications to the procedure where appropriate and shown a systematic approach in dealing with unexpected results i.e. repeating results that are obviously inaccurate.